



KING COUNTY
HEALTH PROGRAM ASST I (TLT)
(ORAL HEALTH OUTREACH AND LINKAGE COORDINATOR)
PUBLIC HEALTH-SEATTLE & KING COUNTY
ADMINISTRATIVE SERVICES / HEALTH ACTION PLAN
Hourly Rate Range \$16.54 - \$20.97
Job Announcement No.: 03RM3853
OPEN: 11/17/03 CLOSE: 12/01/03

WHO MAY APPLY: This Term Limited Temporary (TLT) position is open to qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Patricia Hennessy at (206) 205-4017 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form](#), data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Federal Way Public Health Center, 33431 13TH PL S, Federal Way, WA 98003

WORK SCHEDULE: This TLT position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

DURATION: This Term-Limited Temporary position is benefit eligible and has an expiration date of **12/31/04**.

PRIMARY JOB FUNCTIONS INCLUDE:

1. Enroll and educate families, community based organizations, and private sector dental practices about children's oral health, accessing dental care, ABDC, Medicaid and other assistance programs. Assist families in overcoming barriers to accessing care.
2. Profile private sector dental practices and enter information into database.
3. Train private sector dental practice front office staff on Medicaid/ABCD billing and program enrollment.
4. Assist dental practices with troubleshooting problems surrounding Medicaid enrollment, client follow up, billing questions, and referrals to other dental resources.
5. Work with community based organizations to link children to dental providers, and organize oral health screenings for children.
6. Assist ABCD Oral Health Program Coordinator in the administration and maintenance of program activities.
7. Other duties as required.

QUALIFICATIONS:

- Skill in working independently with minimal supervision and direction
- Customer service skills
- Knowledge of community agencies
- Knowledge of Washington State health programs, rules, and regulations
- Communication skills (oral and written)
- Skill in working with a diverse population
- Organization skills
- Skill in prioritizing work and handling multiple tasks simultaneously
- Knowledge of office procedures
- Knowledge of personal computer and various software applications, and data entry skills

DESIRED QUALIFICATIONS:

- Knowledge of preventive oral health practices
- Knowledge of nutritional practices
- Bilingual (Spanish)

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: Local 17

SEQUENCE NUMBER: 80-9998-9244